

**Community Preservation Committee
Meeting Minutes
March 9, 2016**

In attendance were:

Andrew Bengtson
Mike Cayer
David Levy
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone*
Eric Helmuth
Richard Murray

Also in attendance:

Eve Margolis, George Parsons, Paul Fennelly, Steve Makowka, Patti Brennan Sawtelle, Christine Bongiorno, Arthur MacLeod, Patrick Guthrie, Dermot Whittaker, Janet O’Riordan, Ed Gordon, Rose Austin, Robert Tanner, Mark Spengler

*Denotes those not in attendance

- **Meeting Minutes** – Public meeting minutes unanimously approved. March 2nd meeting minutes approved with small amendment.
- **Status of Community Preservation Budget**- Fund projected to be about \$1.6 million. Can only anticipate DOR’s match right now. The additional \$10 million for the state CPA fund proposed by the governor is not definite. Clarissa Rowe thinks the committee will still have enough money to fund the projects it anticipated to fund this year.
- Leslie Mayer mentioned the budget for the Robbins Farm project was off in one line item. \$54 should be \$3,075. This will be presented next week.
- **Jason Russell House Presentation**
 - The committee thinks this is a great application however a legal agreement is needed between private entities and the Town and the project cannot be brought to Town Meeting until that agreement is finalized.
 - George Parsons and Paul Fennelly presented the application for the Historic Preservation of the Jason Russell House. Discussion of the history of the building. George Parsons provided information on the need for gutter restoration, chimney restoration, and foundation work. He also explained the need for a sill assessment and general stabilization.
 - Mike Cayer concerned that the entire budget is not finalized. It will make the committee’s planning difficult. For that reason, JoAnn Robinson suggests doing the project in phases. George Parsons will share the cost estimate with the committee.

- David Levy asked if specific historic materials need to be used for the restoration part of the project. George Parsons said a specific type of mortar would need to be used for the foundation and the chimney.
 - Andrew Bengtson asked about the gutters and downspouts. Part of the project includes testing inside the downspouts. Some communities are using fiber glass instead of wood. Steve Makowka confirmed that the AHDC has approved that for certain buildings but it depends on the house and the structure.
 - George Parsons confirmed that temporary shoring is included in the budget.
 - Steve Makowka noted that mortar may not be the best use for the interior foundation. This would be addressed in the study.
- **Administrative Expenses**
 - The committee discussed voting for the full 5% of the administrative budget to help pay for unexpected costs such as feasibility studies, etc. The Coalition suggests voting for the full 5% because if it is not used it can always be moved back into the general CPA budget for future projects. We will continue to discuss this issue because we are waiting for a cost estimate for the part time person who would work for the Town.
 - Clarissa Rowe or Eric Helmuth s going to confirm how the language for the voting at Town Meeting should be presented. Is it by percentage or dollar amount?
- Discussion of when the committee will make final decisions on project recommendations to Town Meeting. They plan to do this at the 3/28 meeting. Charlie Foskett from the Capital Planning Committee will attend the meeting on the 28th. Waiting to hear who will attend from the Board of Selectmen and the Finance Committee.
- Eric Helmuth will organize the report to Town Meeting.
- **New Roof for Preservation of the Old Schwamb Mill Barn - Presentation**
 - Presentation by Dermot Whittaker, and joined by Janet O’Riordan, Ed Gordon, Rose Austin, Robert Tanner, Mark Spengler
 - Clarissa Rowe is on their Board of Advisors and therefore will not participate in the final vote. She also mentioned that this project will need to be deferred until a legal agreement between the Trust and the Town is complete.
 - Dermot Whittaker discussed the history of the Mill. The buildings are open to the public and they provide tours.
 - Andrew Bengtson asked about the decking under the roof and the underlay under the shingles. Dermot Whittaker confirmed that the decking was replaced in 1998 and the underlay for shingles needs to be replaced and is included in the costs presented
 - Currently a tenant in the building, Shaker Workshop, provides rental income.
- **Whittemore-Robbins Carriage House Presentation**
 - Presenting for the Carriage House application – Christine Bongiorno, Health and Human Services Director, and Patti Brennan Sawtelle, Program Manager for Health and Human Services, and JoAnn Robinson and Patrick Guthrie, Historical Commission. Arthur MacLeod, consultant for the project, was present to answer questions on the proposal.
 - The original proposal has been revised. It is now the Rehabilitation of the Whittemore-Robbins Carriage House, with a total budget of \$261,600.

- Discussion of the historical significance of the house, the current conditions of the building and the buildings rehabilitation, and the timeline and budget.
 - It was confirmed that the architect will have experience in historical preservation.
 - The current budget is the cost of a rehab for the building.
 - Suggestion to make the budget more detailed.
- Discussion of other CPA applications. Kimball Farmer House needs to be updated. The application from the Housing Authority needs to specify the ask for CPA funds since only parts of the project would be CPA eligible.
- Meeting adjourned.